



Verification	Originator	Approved	Issued
Initials	SMP	ST	ST
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TITLE: COFL-GTL-EP-4.4.4-1 Documentation Procedure

Person responsible: ESMS Coordinator

Area of application: George T Lohmeyer Regional Wastewater Plant (GTL)

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	8/7/15	Minor updates to document.
002	7/19/16	Minor updates to document.

Recurring action items

Activity	Responsibility	Frequency
1. Develop / Revise Environmental Procedures (EP)	Regional Wastewater Facility Manager/ESMS Coordinator/GTL Team	Annually
2. Develop / Review / Maintain document control system	ESMS Coordinator	Annually
3. Determine / Distribute controlled documents	Regional Wastewater Facility Manager /ESMS Coordinator	According to control of document procedure
4. Monitoring and evaluating the application and effectiveness of the operational controls.	Regional Wastewater Facility Manager / ESMS Core Team	Annually or as needed



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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the documentation of the core elements of the environmental & sustainability management system (ESMS) for GTL. This procedure describes the method by which personnel understand the interaction of the environmental documents and the flow of information between various types and levels of ESMS documentation.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.4 Documentation, of the ISO 14001:2004 standard and covers operations of GTL.
- 2.2 This procedure describes the type of documents that the City of Fort Lauderdale will establish to describe the core elements of its ESMS.

3.0 Responsibility

- 3.1 The **Management Review Team** is responsible for reviewing and endorsing this procedure and any changes to it.
- 3.2 The **ESMS Core Team** will ensure the designated environmental documents are maintained and reviewed annually.



4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 Related Definitions Procedure**.

5.0 Process

- 5.1 The ESMS document structure will provide a framework for informing personnel of what is required to achieve the set environmental objectives and for evaluating the environmental performance and effectiveness of the ESMS.
- 5.2 The ESMS Core Team will establish at least one procedure for each element of the ISO 14001:2004 standard as the core of the ESMS documentation. **COFL-GTL-ED-4.4.5-2 Master Document Matrix** identifies the environmental policy, environmental procedures (EP), environmental documents (ED), standard operating procedures (SOP), forms (F), records and other relevant documents for each section of the ESMS. The ESMS Core Team may elect to use **COFL-GTL-ED-4.4.4-3 Core ESMS Documentation Checklist** as a means to determine if the requirements for the ISO 14001 standard are met.
- 5.3 The ESMS documents are maintained through document control protocol detailed in **COFL-GTL-EP-4.4.5-1 Control of Documents Procedure**. This procedure will provide the structure and numbering for each element as required by the standard.
- 5.4 Documents of external origin determined by the ESMS Core Team necessary for the planning and operation of the ESMS will be identified and their distribution controlled. This may include equipment and product service / maintenance information, owner's manuals, and installation instructions (either hard copy or electronic).
- 5.5 A documented description of the scope (or fence line) for the ESMS is located **COFL-GTL-EP-4.2-1 Environmental Policy Procedure** and electronically at www.fortlauderdale.gov/ESMS.
- 5.6 The ESMS is communicated to employees via provisions set forth in **COFL-GTL-EP-4.4.3-1 Communication Procedure**.
- 5.7 The Regional Wastewater Facility Manager will use the ESMS audit and nonconformance processes to ensure that the guidelines in this procedure are adhered to. When modifying this procedure or the ESMS document structure as the result of an ESMS Audit or the identification of a Nonconformance, the decision-making process and outcome must be consistent with the



processes as detailed in the **COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure** and **COFL-GTL-EP-4.5.5-1 Internal Audit Procedure**.

- 5.8 The **ESMS Core Team**, **Regional Wastewater Facility Manager** and **ESMS Coordinator** will review and endorse the environmental procedures (EP). The status of the ESMS and its related documents will be summarized as needed at the regularly schedule Management Review as detailed in **COFL-GTL-EP-4.6-1 Management Review Procedure**. This review will be documented and attendance recorded (i.e., agenda, sign in sheets and meeting minutes).

6.0 References / Related Documents

- 6.1 COFL-GTL-EP-4.4.5-1 Control of Documents Procedure
- 6.2 COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure
- 6.3 COFL-GTL-ED-4.4.5-2 Master Document Matrix
- 6.4 COFL-GTL-ED-4.4.4-3 Core ESMS Documentation Checklist
- 6.5 COFL-GTL-EP-4.4.3-1 Communication Procedure
- 6.6 COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure
- 6.7 COFL-GTL-EP-4.5.5-1 Internal Audit Procedure
- 6.8 COFL-GTL-EP-4.6-1 Management Review Procedure
- 6.9 COFL- GTL-ED-4.4.4-4 Documentation Annual Review Maintenance